

## Part J: Action Plan



The Action Plan is a separate document used to track and measure the objectives. Each objective is color coded to quickly ascertain whether an objective is on schedule. The reporting process for the Action Plan is the Strategic Planning Meeting held quarterly and includes tenant organizations. Goal Champions meet with action officers in the interim between quarterly meetings to review the progress of the objectives. Objectives are written in the **SMART** format, **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**ime Bound, identify the Phase (I, II, III) supported and the estimated cost to complete.